

<b>Erving Public Library, Erving, MA</b>	<b>FY20</b>
<b>Barbara Friedman, library.barbara.friedman@erving-ma.org</b>	

**Based on Goals submitted in the Erving Public Library Long Range Plan 2016-2020**

<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
I:A Seek strong local, state and federal support for all Library functions	Communicate effectively the present needs of the old building and the projected needs of the new building opening during second half of FY20	Budget Cycle for FY20	Trustees and Library Director
I:BMake the community aware of the benefits of the library and future library improvements by writing	Write articles for the Erving newsletter Around Town and write press releases for local newspapers.	Monthly	Library Director and select Bldg. Committee
I:C. Adhere to all requirements for State Aid to Libraries.	FY20 Budget will increase salary line. This will make an impact on the 20% materials requirement. Be sure all stakeholders are aware of requirements and the impact on staff time. Buying more=more staff time. Purchases require talking to patrons, reading reviews, ordering and processing of items.	Budget Cycle for FY20	Library Director
II:A. Implement new technologies in the new library	The new configuration of the libraries wifi and data systems must be planned in FY19 for implementation in FY20 to be completely functional requiring planning within town, networks and with network providers	FY19 & FY20	Library Director; C/W MARS; etc.
II:B Training	New technologies will require training for staff beginning prior to move to new building and during the first months of the opening. Staff will have to be familiar with the new policies adopted by Trustees and enforce them into daily operation	November 2019 through February 2020	Library Director; Staff
II:C Introduce to the Public	A new setting will require patrons to learn where everything is located; many new technologies will require one-on-one training	FY20	Library Director, Library Staff

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III:A Explore any possible additional funding for library construction.	Prepare information and/or grant application by appropriate person, staff or board	Ongoing	Library Director; Trustees
III:B Attend all Weekly Construction Meetings	Attend, participate and share information with appropriate people.	Work in progress until the building is built.	Director, Project Manager, Architect, Building Committee
III:C Inform the public	Keep the public apprised of progress through newsletter, newspaper, public forum, etc.	Ongoing	Director, Trustees, Friends of the Library
III. D. Erving's new website	Learn the new system and make it effective for advertising and informing the public about Library programs	Ongoing	Director, Trustees, Building Committee
IV A. Plan for Opening Days	Plan for smooth transition to new library. Assign tasks to all those who can help including volunteers	Ongoing	Director, Project Manager, Architect, Trustees
IV B. Implement New Policies	Inform staff and patrons about new policies that may differ from those in the current building	Ongoing	Director, Trustees, Staff
IV C. Plan for Grand Opening	Plan an event that will draw people to the new library for a whole day of festivities. Plan an exciting and meaningful day that people will remember. Already completed request for some funding through the ECC.	January 2020 or later	Director, Trustees, Friends, Building Committee Cultural Council
IV. D. Thank yous!	Thank yous to all who have helped in some way to complete the project.	February 2020 or later	Director, Trustees, Friends

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V:A Participate in cooperative development and resources with other libraries	Meet on a regular basis with librarians from other neighboring libraries to do cooperative programming. FY19 program involves 10+ libraries.	FY 20	Library Director and Directors of 10+ Libraries inc. District #28
V:B Offer programs that help Erving and surrounding communities cope with health issues	Provide space, advertising, participation, reporting and enthusiasm for the programs that contribute to community health	Programming continues in FY20	Library Director and Directors of 5 Libraries in District #28
VI:A Offer assistance to the Friends of the Library	Offer support for programs, fundraising efforts and advocacy for the library	Ongoing	Trustees, Consultant and the Library Director
VII:A Offer assistance to the Trustees to seek additional funding	Explore additional funding sources through the North Central Massachusetts Community Fdn. and the Western Massachusetts Community Fund, etc.	Ongoing	Trustees <i>Library Director</i>
VIII: A General Services: Administration	Maintain services and document everything for smooth transition to new administration after the new building is completed.	Ongoing	Director, Trustees, Friends of the Library
VIII: General Services: Collection Development	<ol style="list-style-type: none"> <li>1. The staff will continue to intensely weed little used items to keep the collection at or less than 11,000 before the move.</li> <li>2. Focus on historical items that need to be part of the collection or weeded.</li> <li>3. Continue advertising and offering instruction for digital resources: Freegal, Hoopla and Overdrive (Libby) and databases. Add</li> </ol>		Director, Staff, and input from library users

	links to new website.		
<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
VIII:B Basic Literacy and Computer Literacy	<ol style="list-style-type: none"> <li>1. Educate staff, Senior/Community Center personnel, and others about available services.</li> <li>2. The library webpage will link all free and funded databases and services.</li> </ol>	Ongoing	Director Town Coordinator or Web Designer
VIII:C Business & Career Center	<ol style="list-style-type: none"> <li>1. Create a welcoming space that can be used for anyone who needs to pursue online classes, assemble taxes, work on legal documents, etc.</li> </ol>	When new Library is complete Earliest December 2018	Director Staff
VIII:D Commons	<ol style="list-style-type: none"> <li>1. The Library Director will work with the Maintenance crew create a plan for keeping the new library clean.</li> <li>2. The Library Director will seek alternate venues for programs and activities when the Library does not provide optimum space.</li> <li>3. The Director and the Trustees will work review hours to make sure that the current schedule S-Th, 1-7 PM is the best schedule.</li> </ol>	Ongoing and beginning December 2019 for the new library	Director, Trustees, Maintenance Crew
VIII: E Community Referral	<ol style="list-style-type: none"> <li>1. Share copies of the Around Town with area residents that do not receive the newsletter.</li> <li>2. Write articles for the Around Town to keep residents aware of EPL services.</li> <li>3. Post Town Committee Meetings.</li> <li>4. Provide "take away" information on key issues.</li> </ol>	Ongoing	Director

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VIII: F Consumer Information	The Library Director will review the present selection of periodicals and databases to match demand and publicize any changes	Ongoing	Director
VIII: G. Lifelong Learning	<ol style="list-style-type: none"> <li>1. The staff and Friends of the Library will implement programming using the budgeted amount and fundraising and any successful grant applications received.</li> <li>2. STEM is ongoing. Staff need to continue training to create good and fun programming. Staff has written grant for additional funding beyond town budget line item for Summer Programming</li> <li>3. The programming for <i>Under the Universe</i>, the Summer 2019 theme will include music and stories in Riverfront Park with the Community Network for Children. Partnering with other groups will be especially important during this very busy summer of construction.</li> <li>4. To strengthen cooperation, the Director will participate in programs offered in cooperation with the Erving Elementary School, the Erving Senior Center and the Erving Recreation Department, etc.</li> </ol>	Ongoing	Director, Library Assistant, Friends of the Library, etc.

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IX:A General Information	<ol style="list-style-type: none"> <li>1. The Library Director will share her experience in reference. Working with new staff.</li> <li>2. The director and or staff will attend at least 8 meetings, conferences, webcasts and/or workshops of Library organizations, of the Massachusetts Library System, the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS) to be sure that information delivery is maximized.</li> </ol>	Ongoing	Director, Staff
IX:B General Information Provided through the the website	The Library Director will work with other Town Departments through the Town administrator to improve the information provided digitally.		Director Town Adminster Webmaster
X:A. Customer Service	<p>The Library Director will find ways to determine whether the staff is adequate</p> <ol style="list-style-type: none"> <li>1. Responding to patron requests</li> <li>2. Actively listening to patrons</li> <li>3. Participation of staff in community events.</li> <li>4. Through Employee Evaluation process established by the Town</li> </ol>	Ongoing	Director
XI:A. Information Literacy	<ol style="list-style-type: none"> <li>3. The Library Director will share her experience in teaching tech to a wider audience.</li> </ol>	Ongoing	Director, Library Assistant

XII:A Local History	1. Continue plan for moving and storage of local history room. Make decisions regarding History books in Traversari Room.	Ongoing	Director, Friends of the Library, Historical Commission, Researchers, etc.
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Signed by

Barbara Friedman  
Library Director:

*Barbara Friedman*

Mackensey Bailey  
Trustee Chair:

*Mackensey Bailey*

Rupert Roy-Clark  
Trustee Secretary:

*Rupert Roy-Clark*

Daniel Hammock  
Trustee:

*Daniel B. Hammock*

Date submitted: December 7, 2018